**Educational Research Centre,
St Patrick’s College Campus, Dublin 9**

Applications are invited for the post of

**Research Associate**

The Educational Research Centre was established in 1966. In 2015, it was designated as a Statutory Body in accordance with the Education Act 1998. The Centre carries out assessment, research and evaluation studies at various levels of the education system. It is located in Drumcondra, Dublin.

The Centre is now recruiting Research Associates to assist in the oversight of large-scale assessment and/or evaluation studies. Further information on the Centre’s programme of work is available at [www.erc.ie](http://www.erc.ie).

Applications will also be used to create a panel from which future similar vacancies may be filled. The panel will remain until October 30, 2019.

The successful applicants will be appointed on a permanent basis subject to successful completion of a probation period and will report to a Research Fellow in the Centre.

***Applicants must have:***

* A post-graduate degree to Masters or PhD level in education, psychology or a related discipline.
* Strong IT skills (particularly: a good working knowledge of MS Office and experience working with spreadsheet/database and statistical software) and ability to learn to use novel/customised software quickly.
* Experience in the administration or project management of large-scale studies in education.
* Excellent planning, organisational and oral and written communication skills, including an ability to communicate effectively and diplomatically with a range of stakeholders.
* Demonstrated ability/experience in statistical analysis and written reporting of large-scale assessment or survey datasets.
* Ability to work both on own initiative and work as part of a team.
* A focused, flexible and collaborative approach to meeting project deadlines.
* Willingness to undertake occasional national (regional) and/or international travel to attend project meetings.
* Knowledge of the Irish education system and educational research in Ireland and internationally.

***It would be desirable for applicants to have:***

* Good understanding of key concepts and principles of survey sampling and weighting.
* Demonstrated ability/experience in managing research study teams.
* Fluency or proficiency in the Irish language.

***General Duties*** *(list is non-exhaustive and subject to change)****:***

* Oversee various phases of study implementation (development, piloting, sampling, fieldwork, data processing, analysis and reporting).
* Liaise with schools, parents, subject specialists and other stakeholders during various phases of the study.
* Engage in analysis and writing of a range of materials including, for example, administrative/instructional fieldwork manuals and reports/papers on study results.
* Attend and contribute to national and/or international project meetings.
* Co-ordinate and monitor general administrative work in relation to an assigned project(s).
* Oversee and support the work of research assistants.

*The Centre reserves the right to assign staff to projects as appropriate and necessary.*

Appointment will be made on the Research Associate Scale to the Public Sector (€47,357 – €69,204) at a point in line with current Government Pay Policy, **with new entrants commencing at the first point of the scale**. The rate of remuneration may be adjusted from time to time in line with Government pay policy.

***The Educational Research Centre is an Equal Opportunities Employer.***

Candidates should note that interviews will be held as soon as possible.

It is anticipated that the successful candidate(s) would be available to start as soon as is possible.

Applications, **to include a cover letter with a curriculum vitae and the names of two referees**, can be emailed to: *vacancies@erc.ie*

or posted to: *Vacancies, Educational Research Centre, DCU St Patrick’s Campus, Drumcondra Road Upper, D09 AN2F*

by **5.00 pm** on **Wednesday October 31st 2018.**

* Please provide a **valid monitored email address** with your application. This will be used to acknowledge receipt of the application and as the main form of contact to communicate with applicants.
* Emailed applications will generate an automated response, If you do not receive a response shortly after you submit your application please contact the ERC at (01) 837 37 89.
* By applying for this post you give your express consent to the ERC holding and processing information about you in its personnel files, records and computers files, including potential sensitive personal data. You are entitled to examine the information held by the Company.
* The ERC processes personal data from time to time and by applying for this position you expressly agree to abide by the General Data Protection Regulation 2018.